

ORD Comparative Evaluation Worksheet

1. Technical Knowledge

- ☐ Minimal level
☐ Appropriate to the assignment
☐ Beyond level of assignment

2. Initiative and Creativity

- ☐ Occasionally evidenced
☐ Frequently evidenced
☐ A major facet of subject's capabilities

3. Communications Skills

	Adequate	Good	Excellent
a. Written			
b. Oral			

4. Decision/Judgment Capability

- ☐ Poor
☐ Reasonable
☐ Excellent

5. Productivity

- ☐ Below Standard
☐ Acceptable
☐ Excellent
☐ Outstanding

6. Utility within ORD

a. In present assignment

☐ Acceptable

☐ More than adequate

b. In other assignments (specify type)

7. Estimated utility in other Directorate assignments
(specify)

8. Special Comments of the Panel

Chairman, ORD Career Service Panel

Date

SHEET 1

NOT OBSERVED
BOX
EMPLOYEE CHARACTERISTICS WORKSHEET

* Not Appropriate for certain jobs.

↓ E D C B A

PRODUCTIVITY: The degree to which the person's output is considered adequate in terms of ORD's standards of quality, quantity, timeliness.	Well below standards <input type="checkbox"/>	Below standards <input type="checkbox"/>	Meets standards <input type="checkbox"/>	Exceeds standards <input type="checkbox"/>	Greatly exceeds standards <input type="checkbox"/>
INITIATIVE: Facility and frequency with which the person, on own incentive, begins, organizes or undertakes action.	Relies on others <input type="checkbox"/>	Initiates within limits <input type="checkbox"/>	Average initiative <input type="checkbox"/>	Exceeds expectations <input type="checkbox"/>	Far exceeds expectations: 'self starter' <input type="checkbox"/>
DEPENDABILITY: Degree to which person follows up on responsibility assumed and duties expected by the people who rely on him/her.	Undependable <input type="checkbox"/>	Can usually be depended upon <input type="checkbox"/>	Average dependability <input type="checkbox"/>	Seldom fails to deliver <input type="checkbox"/>	Totally dependable <input type="checkbox"/>
JUDGMENT: The degree to which person's recommendations and decisions are sound and effective. ✓	Defers to others <input type="checkbox"/>	Will make recommendations when necessary <input type="checkbox"/>	Usually makes sound decisions/recommendations <input type="checkbox"/>	Can be relied on for decisions <input type="checkbox"/>	Outstanding judgment <input type="checkbox"/>
CREATIVITY: The degree to which the person develops original or innovative alternatives and solutions to problems.	Gets ideas from others <input type="checkbox"/>	Occasionally make suggestions that are new <input type="checkbox"/>	Average creativity <input type="checkbox"/>	Often makes new and useful suggestions <input type="checkbox"/>	Highly imaginative/an idea person <input type="checkbox"/>
ADAPTABILITY: The degree to which the person can adjust to and function in new or unexpected circumstances.	Requires a known situation <input type="checkbox"/>	Has demonstrated an ability to adjust to a slight degree <input type="checkbox"/>	Average adaptability <input type="checkbox"/>	Likes new situations <input type="checkbox"/>	Highly adaptable Novelty is a challenge to meet <input type="checkbox"/>
PLANNING ABILITY: The degree to which the person demonstrates the capacity to Analyze, organize and make practical plans to meet new problems.	Requires direction from others <input type="checkbox"/>	Limited planning ability <input type="checkbox"/>	Average planning ability <input type="checkbox"/>	Can usually make adequate plans <input type="checkbox"/>	Exceptional planning ability <input type="checkbox"/>

STAT

Comments

Sheet 2

EMPLOYEE CHARACTERISTICS WORKSHEET

TECHNICAL KNOWLEDGE: The degree to which the person possesses the knowledge of his technical field (or of other fields) necessary in the job he/she is doing. <input checked="" type="checkbox"/>	Possesses only the basic knowledge <input type="checkbox"/>	Tech. knowledge somewhat below average <input type="checkbox"/>	Average technical knowledge <input type="checkbox"/>	Above average technical knowledge <input type="checkbox"/>	Very well informed in technical areas <input type="checkbox"/>
WRITING SKILLS: The degree to which the person organizes ideas and expresses them clearly in effective written form.	Output requires extensive re-writing <input type="checkbox"/>	Writing is acceptable with some re-writing <input type="checkbox"/>	Average writing skill <input type="checkbox"/>	Writing needs little re-writing <input type="checkbox"/>	Produces finished output which needs no changes <input type="checkbox"/>
ORAL SPEAKING SKILLS: The degree to which the person organizes ideas and expresses them clearly in effective oral form.	Has difficulty expressing self orally <input type="checkbox"/>	Oral communication usually acceptable <input type="checkbox"/>	Average oral expressive skill <input type="checkbox"/>	Speaks well with good organization <input type="checkbox"/>	Exceptionally articulate <input type="checkbox"/>
INTERPERSONAL SKILLS: The degree to which the person is able to function effectively with other people both subordinates, colleagues and superiors.	A loner <input type="checkbox"/>	Works with others only with difficulty <input type="checkbox"/>	Average ability to work with others <input type="checkbox"/>	A good and effective group member <input type="checkbox"/>	Outstanding and effective as a leader and follower <input type="checkbox"/>
SUPERVISORY SKILLS: The degree to which the person effectively directs others, plans for their effective utilization and gains their support. <input checked="" type="checkbox"/>	A weak supervisor <input type="checkbox"/>	Adequate supervisor only with strong direction <input type="checkbox"/>	Average supervisory skills <input type="checkbox"/>	Skillful in most supervisory tasks <input type="checkbox"/>	Strong leader and effective organizer of subordinate's activities <input type="checkbox"/>
TECHNICAL POTENTIAL: The capacity of the individual for growth and increased responsibility of an essentially technical nature.	At or near full potential <input type="checkbox"/>	Has some capacity for more responsibility <input type="checkbox"/>	Average potential <input type="checkbox"/>	Clearly capable of performing beyond present level <input type="checkbox"/>	Outstanding capacity for additional tech. responsibility <input type="checkbox"/>
MANAGEMENT POTENTIAL: The capacity of the individual for growth through increased responsibility of a supervisory nature.	No potential for further management responsibility <input type="checkbox"/>	May have some capacity for added management duties <input type="checkbox"/>	Average management potential <input type="checkbox"/>	Appears suited to assume more management duties <input type="checkbox"/>	Outstanding managerial talent <input type="checkbox"/>

Comments:

STAT